Literacy PERKS Professional Development Modules

Literacy PERKS (Program Effectiveness Review for Kentucky Schools) was designed for use by school and district personnel to evaluate, develop and/or refine an overall literacy plan. This original LITERACY PERKS document and accompanying resources can be accessed on the KDE website.

The most recent addition to PERKS resources are LITERACY PERKS PROFESSIONAL DEVELOPMENT MODULES that have been designed around the Literacy PERKS standards and indicators to provide further support, resources and tools for schools and districts to complete an effective Literacy Plan. *This facilitator's guide offers suggestions and guidelines to help your school/district utilize the professional development modules for maximum effectiveness.*

What are the PERKS Professional Development Modules?	The LITERACY PERKS PROFESSIONAL DEVELOPMENT MODULES are downloadable, ready-to-use sessions designed to assist schools and districts as they write and revise literacy plans. These sessions provide training and support for addressing specific literacy-related issues: • aligning curriculum • designing effective multiple assessments • planning quality instruction and targeted intervention • creating a literate environment • establishing school/family/community partnerships • providing quality professional development • assembling a school literacy team • accessing valuable resources • developing a literacy plan
How are the PD modules organized?	• The PD modules correspond to standards in the PERKS document. For example, Module 1 is about aligning curriculum, Module 2 about multiple assessments. • Each module includes a scripted PowerPoint presentation with relevant video clips and examples for clarity. • Each module has its own Facilitator's Guide and supporting handouts that can be accessed at LITERACY PERKS PD MODULES. • Each module was designed for a 50-60 minute session.
What is involved in planning a PD session?	• Preview the Introduction Session, which provides you with information on the creation and purpose of a Literacy Team and a School Literacy Plan. • Consult the Facilitator's Guide for the module for specific information about the session and its intended audience • Carefully preview and practice the module before your professional development

	session
	• Plan ways to specifically talk about and model the best-practice instructional activities in the module
	• Prior to the session, consider directing participants to download and print the handouts for the session available at LITERACY PERKS PD MODULES
	• Consider the most effective use of activities, considering your particular audience.
	• Consider the most effective ways to assess implementation of the sessions' goals in your school/district.
	• Be aware that some modules contain grade-level appropriate examples and supports (e.g. some contain separate videos/activities that apply to elementary, middle or high school settings)
	• Check out the additional support materials for each standard that can be found on the KDE website at LITERACY PERKS. You will find text, video and/or research to support and/or extend your knowledge of each of the indicators
	• Select the most appropriate supplemental material for your audience
What else do I need to know?	The PERKS professional development modules are recommended as part of a year-long commitment to the literacy plan, or they can be used for professional growth as needed. The LITERACY PERKS PD MODULES are effective with whole faculty, small group or individual use. Although it is recommended that the sessions be used in sequence as part of a comprehensive literacy review, the sessions can be delivered as individual presentations on an "as needed" basis. If you are planning to use all of the PERKS modules with your staff, preview each module and its accompanying LITERACY PERKS materials as you plan for and carefully schedule/sequence each session.

Introductory Session – Literacy Plan and Literacy Team
Facilitator's Guide

This session introduces the components of Literacy PERKS and outlines the role of SBDMs in the literacy planning process. The literacy team and PERKS booklet are also addressed in this session. Additional resources related to PERKS and literacy planning can be accessed LITERACY PERKS . This module would be most beneficial for school administrators and teachers.

Items Needed

PowerPoint file (print and preview prior to session);   file can be accessed at PERKS PD Modules.
PPT presentation contains 19 slides and 2 video clips.
- Slide 10 – SBDM role
- Slide 16 – Literacy Team

SLIDE(S)	DESCRIPTION	ADDITIONAL INFORMATION
1	Title Page	PERKS Booklet will be referenced throughout
2	Session Objectives	
3	Overview of PERKS Elements	
4-5	Five Literacy Strands and Definition	
6-9	Role of SBDMs	
10	Why Do We Assess Students?	Video Clip – Literacy Leadership SBDM
11-14	Stakeholder Survey	
15	Developing the Literacy Plan	
16	Literacy Leadership PERKS	Video Clip – Literacy Leadership PERKS
17	Sample Plans	No specific format is required. These are only samples.
18	Review of PERKS Elements	
19	Next Steps	

Printed handouts - PERKS Booklet (multiple pages, you might ask participants to print their own handouts)

Additional Resources
Sample Literacy Plans
Verizon VLP-SAT

Standard 1 – Aligned Curriculum
Facilitator's Guide

This session outlines the components of aligned literacy curriculum, including identifying sources of data that support curriculum implementation and tools for analyzing data sources. Additional resources related to PERKS and curriculum alignment can be accessed LITERACY PERKS . This module would be most beneficial for school administrators and teachers.

<u>Items Needed</u>

PowerPoint file (print and preview prior to session);   file can be accessed at PERKS PD Modules.
PPT presentation contains 27 slides and 1 video clip.

- Slide 12 – Literacy in the Content Areas

SLIDE(S)	DESCRIPTION	ADDITIONAL INFORMATION
1	Title Page	
2	Overview of PERKS Elements	
3	Session Objectives	
4-7	Overview of Curriculum and Literacy	
8-12	Literacy Across the Curriculum	Slide 10 – Quick Write Slide 11, Use Handout 1-1 Slide 12 contains Video Clip – Literacy in the Content Areas
13-23	Implementing, Monitoring and Assessing – Data Sources	Slide 14 – Think-Pair-Share, chart paper Slide 15, Use Handout 1-2 Data Sources(will be used throughout this section) Slide 17, Use Handout 1-3 Slide 18, Use Handout 1-4 Slide 19 – Think-Pair-Share Slide 23, Use Handout 1-5
24	Collecting Data	
25	Review of PERKS Elements	
26	Next Steps	
27	References	

Printed handouts (you might ask participants to print their own handouts for sessions)
Chart Paper
Markers
Paper/post-its

Standard 2 – Multiple Assessments
Facilitator's Guide

This session will focus on the importance of multiple assessments in the promotion of overall literacy in a school, the critical components of effective assessment, and effective strategies for using the data in classrooms and the school/district. Additional resources related to PERKS and multiple assessments can be accessed at LITERACY PERKS . This module would be most beneficial for school administrators as well as teachers.

Items Needed

   PowerPoint file (print and preview prior to session);   file can be accessed at PERKS PD Modules.
   PPT presentation contains 40 slides and 3 video clips.
   • Slide 21 – Summative Assessment
   • Slide 28 – Diagnostic Assessment
   • Slide 30 – Progress Monitoring

SLIDE(S)	DESCRIPTION	ADDITIONAL INFORMATION
1	Title Page	
2	Overview of PERKS Elements	
3	Personal Analysis	Slide 3 – Paper/post-its
4	Session Objectives	
5-9	What is Assessment?	Slide 8 – Self-Reflection Activity
10-15	Why Do We Assess Students?	
15-23	How Do We Assess Students?	Slide 15 – Think/Pair/Share Activity Slide 16 – chart paper (T-chart activity) Slide 21 contains Video Clip – Summative Assessment Slide 22 – revisit chart paper (T-chart activity)
24-31	Types of Assessment	Slide 25, Use Handout 2-1 and 2-2 Slide 28 contains Video Clip – Diagnostic Assessment Slide 29 – Think/Pair/Share Activity Slide 30 contains Video Clip – Progress Monitoring Slide 31 – revisit chart paper (T-chart activity)
31-36	How Do We Use Results?	
37	Review of PERKS Elements	
38	Closing Quote - Assessment	
39-40	Resources/Works Cited	

   Printed handouts 2-1 and 2-2 (you might ask participants to print their own handouts for sessions)
   Chart Paper
   Markers
   Paper/post-its
   Internet connectivity

Standard 3 – Instruction and Targeted Intervention
Facilitator's Guide

The Instruction and Targeted Intervention module helps the participants understand the strands of literacy, what effective literacy practices look like and how literacy instruction can be addressed in lessons. This session would be beneficial to **School and District Administrators and Teachers**. Additional resources can be found at LITERACY PERKS .

<u>Items Needed</u>

PowerPoint file (print and preview prior to session); file can be accessed at PERKS PD Modules.
PPT presentation contains 50 slides and 4 video clips.
- Slide 20 – Active Engagement
- Slide 30 – Concept Wall
- Slide 34 – Vocabulary
- Slide 38 – Prior Knowledge and Graphic Organizers

SLIDE(S)	DESCRIPTION	ADDITIONAL INFORMATION
1	Title Page	
2	Overview of Essential Elements	
3	Session Objectives	
4	Correlation Between Reading and Achievement	
5	Five Literacy Strands	Reflection
6	Definition of Literacy	
7	Literate Environment	
8-11	Explicit Instruction	Slide 9- (can be hidden if audience is all secondary) Slide 11, Use Handout 3-1
12-15	Literacy Instruction Across the Content Areas	Slide 12, Use Handouts 3-2, 3-3 and 3-4 Slide 13 – Turn and Talk Slide 14 – Quick Write
16	Literacy Rich Instruction	Discussion
17-20	Student Engagement	Slide 20 contains video clip – Active Engagement Turn and Talk
21	Literacy Lesson Planning Template	
22-24	Differentiated Instruction/Targeted Intervention	
25-34	Vocabulary Instruction	Slide 30 contains video clips – Concept Wall(choose #1 for secondary or #2 for primary) Slide 34 contains video clips – Vocabulary (choose #1 for secondary or #2 for primary)
35-38	Graphic Organizers	Slide 38 contains video clip – Graphic Organizers
39-43	Thoughtful Literacy	
44-45	Writing	
46	Planning Strategic Lessons	
47	PERKS Essential Elements	
48	Next Steps	
49-50	Resources	

Printed handouts (you might ask participants to print their own handouts for sessions)
Internet connectivity
<u>Notes:</u>

Standard 4 – Literate Environment
Facilitator's Guide

This session will focus on the importance of a literate environment in the promotion of overall literacy in a school, the critical components of a literate environment, and effective strategies for creating and implement a literate environment in classrooms and the school. Additional resources related to PERKS and literate environment can be accessed LITERACY PERKS . This module would be most beneficial for school administrators and teachers.

Items Needed

PowerPoint file (print and preview prior to session);   file can be accessed at PERKS PD Modules.
PPT presentation contains 44 slides and 2 video clips.
- Slide 20 – Gallery Walk
- Slide 23 – Reading Conference

SLIDE(S)	DESCRIPTION	ADDITIONAL INFORMATION
1	Title Page	
2	Overview of PERKS Essential Elements	
3-4	Definition of Literacy	
5	Session Objectives	
6-9	Definition of "Literate Environment"	
10-13	Rate Your Own Literate Environment	Use Handouts 4.1-4.6 (CLEP document) Slide 10 – Predicting Activity Slide 13 – Reflecting Activity
14-37	Components of Literate Environment	Slide 20 contains Video Clip – Gallery Walks(ES) Slide 23 contains Video Clip – Reading Conference (MS) Slides 28-29, Use Handouts 4.8-4.12 Slide 30, Use Handout 4.15 Slide 35, Use Handouts 4.13-4.14 Slide 35 contains hyperlinks
38	Session Review	Slide 38 – Reflecting Activity
39-40	Next Steps	Self-Assessing Activity
41	Review of Session Objectives	
42-43	Suggested Resources	
44	Bibliography	

Printed handouts (you might ask participants to print their own handouts for sessions)
Post-it notes
You will need Internet connectivity to access the hyperlinks on Slide 35; if online connectivity is not available, you might consider downloading and saving the links to your computer in advance of the PD session. The links are included for participants on handout 4.15.

Standard 5 – Partnerships
Facilitator's Guide

The Partnerships module shows the relationships that exist between the school and parents, school and businesses and school and the community. This module would be most beneficial to **Administrators, Family Resource Center Coordinators, Counselors and Parent Volunteer Coordinators**. Additional resources can be found at LITERACY PERKS .

<u>Items Needed</u>
PowerPoint file (print and preview prior to session); file can be accessed at PERKS PD Modules.
PPT presentation contains 32 slides and 3 video clips.
- Slide 4 – Clay County Reading Celebration
- Slide 9 – School Climate
- Slide 23 – Russell Independent

SLIDE(S)	DESCRIPTION	ADDITIONAL INFORMATION
1	Title Page	
2	Session Objectives	
3	Overview of Essential Elements	
4	Involving Stakeholders	Contains video clip – Clay County Reading Celebration Use Handout 5-2
5	Partnerships Overview	Brainstorming Activity
6-15	School/ Family Partnerships	Slide 9 video clip- school climate Slide 15 use handout 5-1
16-21	School/ Business Partnerships	Slide 20 – Discussion Slide 21, Use Handout 5-1
22-29	School/ Community Partnerships	Slide 23 contains video clip – Russell Independent Slide 29, Use Handout 5-1
30	Next Steps	Use Handout 5-1
31-33	Resources	

Printed handouts (you might ask participants to print their own handouts for sessions)
You will need Internet connectivity to access the links on slides 9 and 23. If online connectivity is not available, you might consider downloading and saving the links to your computer in advance of the PD session.

<u>Notes:</u>

Standard 6 – Professional Development
Facilitator's Guide

This session will focus on the importance of effective professional development in the promotion of overall literacy in a school/district, the importance of instructional leadership, and how to put into practice a Professional Learning Community. Additional resources related to PERKS and literate environment can be accessed LITERACY PERKS . This module would be most beneficial for school administrators.

<u>Items Needed</u>
PowerPoint file (print and preview prior to session); file can be accessed at PERKS PD Modules.
PPT presentation contains 40 slides and 3 video clips.
- Slide 12
- Slide 15
- Slide 16

SLIDE(S)	DESCRIPTION	ADDITIONAL INFORMATION
1	Title Page	
2	Overview of PERKS Essential Elements	
3	Reflection Activity	Reflection Activity
4	Session Objectives	
5-7	KDE Professional Development Standards	Slide 5 – KDE PD Standards Handout 6-1 Reflection/Discussion Activity Slide 6 – Professional Development Paradigm Handout 6-2 Reflection/Discussion Activity
8-10	Instructional Leadership	Slide 8 – Reflection/Discussion Activity Slide 9 – Reflection/Discussion Activity
11-21	Effective Literacy Professional Development	Slide 11 – Reflection/Discussion Activity Slide 1 contains video clip Slide 13 – Reflection/Discussion Activity Slide 15 contains video clip Slide 16 contains video clip Slide 17, Use Handouts 6-3 and 6-4 Slide 18, Use Handout 6-3 Slide 20, Use Handout 6-5 Slide 21 – Reflection/Discussion Activity
22-27	Professional Learning Community	Slide 25, Use Handout 6-6
28-30	Conclusion	Slides 29-30 Walk Around Survey, Handout 6-7
31	Review of PERKS Essential Elements	
32	Resources/Works Cited	

Printed handouts (you might ask participants to print their own handouts for sessions)
Paper and pens/pencils
Paper/post-its
Internet connectivity
<u>Notes:</u>